

Department of the Army
Headquarters, U.S. Army
Operations Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

OSC Regulation 25-50

17 DEC 2001

Information Management

OSC AND FSC COMMAND GROUP CORRESPONDENCE
AND ADMINISTRATIVE PROCEDURES

Applicability. This regulation applies to all Headquarters (HQ) U.S. Army Operations Support Command (OSC) and U.S. Army Field Support Command (FSC) staff elements; and OSC and FSC subordinate installations when communicating with the command groups.

Decentralized Printing. All subordinate installations may locally reproduce this publication.

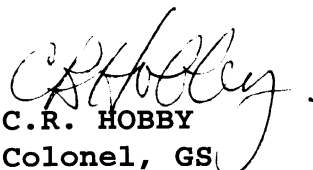
Proponent. The proponent is the Secretary of the General Staff. Comments and suggested improvements may be sent to HQ OSC, ATTN: AMSOS-GS, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail amsos-gs@osc.army.mil.

Distribution. This publication is available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>.

Supersession notice. None.

FOR THE COMMANDER:

Official:


C.R. HOBBY
Colonel, GS
Chief of Staff

<u>CONTENTS</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
CHAPTER 1. GENERAL		
Purpose-----	1-1	3
References-----	1-2	3
Explanation of Abbreviations and Acronyms-----	1-3	3
Responsibilities-----	1-4	3

<u>CONTENTS</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
CHAPTER 2. COMMAND GROUP OPERATIONS		
General-----	2-1	4
SECTION I. US ARMY OPERATIONS SUPPORT COMMAND STRUCTURE		
Multi-command-----	2-2	4
SECTION II. ORGANIZING INFORMATION FLOW		
The Role of the Secretary of the General Staff (SGS)-----	2-3	5
Tasking Process-----	2-4	5
Transfer of a Tasking-----	2-5	6
Suspenses-----	2-6	6
Suspense/Document Control System---	2-7	6
Command Group Message Traffic-----	2-8	7
CHAPTER 3. STAFF GUIDELINES		
General-----	3-1	7
Coordination-----	3-2	7
CHAPTER 4. CORRESPONDENCE MANAGEMENT		
General-----	4-1	10
Memo Pads-----	4-2	10
OSC Form 1-2 (Coordination, Control, & Information Sheet)-----	4-3	10
AMC Point Papers-----	4-4	12
Daily Information Summaries (DISUMs)-	4-5	12
Command Group Read-Aheads-----	4-6	12
Correspondence Prepared for the Signature or Approval of Command Group Members-----	4-7	13
Signature Blocks for OSC & FSC Command Group Members-----	4-8	13
Two-Star Notes-----	4-9	14
One-Star Notes-----	4-10	14
One-Liners-----	4-11	14
Commander's Top Three Issues-----	4-12	14
Procedures for Routing Awards Through the Command Group-----	4-13	15
APPENDIX A. References-----		15
FIGURE 2-1. Sample AMSOS Form 1-3-----		16
FIGURE 2-2. Sample OSC Form 1-2-----		17
FIGURE 2-3. Command Tasker System (CTS) Output Rpt Format		19

CHAPTER 1 GENERAL

1-1. PURPOSE. This regulation prescribes standardized policies, procedures, and formats for preparing and processing HQ OSC and FSC correspondence. It also describes HQ operating procedures and provides administrative guidelines for the staff and for subordinate installations when communicating with the HQ OSC and FSC command groups.

1-2. REFERENCES. Required and related publications are listed in Appendix A.

1-3. EXPLANATION OF ABBREVIATIONS AND ACRONYMS. The following acronyms are used within this regulation:

CG	-----	COMMANDING GENERAL
CS	-----	CHIEF OF STAFF
CSM	-----	COMMAND SERGEANT MAJOR
CTS	-----	COMMAND TRACKING SYSTEM
DC	-----	DEPUTY TO THE COMMANDER
DISUM	-----	DAILY INFORMATION SUMMARY
FSC	-----	FIELD SUPPORT COMMAND
OSC	-----	OPERATIONS SUPPORT COMMAND
SACO	-----	STAFF ACTION CONTROL OFFICE/OFFICER
SGS	-----	SECRETARY OF THE GENERAL STAFF

To ensure continuity of standards, the policy within the HQ concerning *uncommon* abbreviations and acronyms will be to always spell out the meaning when it is used the first time in correspondence. The abbreviation or acronym will appear in parentheses immediately after the spelled-out version. If only used once in the text, do not place the acronym in parentheses following the spelled-out version. Always consider your audience; what may be common to you may not be to them so, when in doubt, spell it out.

1-4. RESPONSIBILITIES.

a. The Secretary of the General Staff (SGS) and the Corporate Information Directorate (AMSOS-IM) have responsibility for establishing HQ policies concerning correspondence and administrative processing procedures.

b. The staff will follow guidance contained in this memorandum and assist in updating this information, as appropriate.

CHAPTER 2

COMMAND GROUP OPERATIONS

2-1. GENERAL. This chapter has two sections designed to explain the command group structure, how the command group performs the staff oversight function, and the documents required to support the commander. The term "CG" will be used to refer to the Commanding General, OSC, throughout this regulation unless otherwise noted. The SGS or OSC Correspondence Manager (AMSOS-IMP) will answer any questions concerning administrative procedures not fully addressed in this regulation.

SECTION I

OSC STRUCTURE

2-2. MULTI-COMMAND. HQ OSC is comprised of one staff organized under a single command group, with one subordinate command HQ (FSC) co-located on Rock Island Arsenal. Most actions will fall within the command structure described below.

a. HQ OSC includes offices of the--

- (1) Commanding General (CG) (AMSOS-CG).
- (2) Deputy to the Commander (DC) (AMSOS-DC).
- (3) Chief of Staff (CS) (AMSOS-CS).
- (4) Command Sergeant Major (CSM) (AMSOS-CSM).
- (5) Secretary of the General Staff (SGS) (AMSOS-GS)
(provides executive services for both the OSC and FSC command groups).

b. HQ FSC includes offices of the--

- (1) Commander (SOSFS-CO).
- (2) Civilian Executive Officer (SOSFS-CE).
- (3) Secretary of the General Staff (AMSOS-GS) (provides executive services for both FSC and OSC command groups).

c. Delegation of signature authority. The staff principals authorized command signature authority (i.e., FOR THE COMMANDER) are the DC & CS for the purpose of issuing official orders, tasks and directives. All staff principals may correspond on

technical subjects within their own staff channels without using the FOR THE COMMANDER authority line.

d. Font styles. All correspondence prepared for signature by the command group will be prepared in Courier New, size 12, bold.

SECTION II

ORGANIZING INFORMATION FLOW

2-3. THE ROLE OF THE SECRETARY OF THE GENERAL STAFF (SGS). The primary role of the SGS is to organize the flow of information within the HQ in direct support of the command groups. The goals of the SGS are to--

a. Ensure that command group guidance, tasking, and information reach the appropriate level, and responses are monitored as required.

b. Ensure that the command group is kept informed.

c. Manage the flow of correspondence to the members of the command group.

2-4. TASKING PROCESS. Command group members assign priorities to the staffs' work. Actions are initiated through formal and informal tasking.

a. Formal tasking. Formal taskings are assigned a tracking number and suspense date. The AMSOS Form 1-3 (OSC Command Group Routing Slip) is used for this purpose (see Figure 2-1).

b. Informal taskings. Command group members will occasionally request information or direct an action while in a meeting or during visits to the staff. These verbal directions are considered taskings and, if appropriate, are entered into the formal system. If entered into the formal tasking system, they will be entered as described in the paragraph above. If they are not entered into the formal system, then the tasked directorate/installation will submit responses to the command group, utilizing an OSC Form 1-2 (Coordination, Control, & Information Sheet) (see Figure 2-2).

c. These forms may be downloaded from the OSC Forms website at <http://www.osc.army.mil/im/rcdsmgt/forms.htm>.

2-5. TRANSFER OF A TASKING. To transfer a tasking to another staff section, coordination must be made with the SGS Staff Action Control Officer (SACO). If the staff section that should be responsible for the tasking is known, then make coordination with the staff section prior to returning the tasker to SGS. The SGS SACO will coordinate with the appropriate command group office to task a different organization or staff section. When two staff sections agree on the transfer, that information should also be provided to the SGS SACO, along with the names of the agreeing officials and their telephone numbers. Once a tasking is transferred (i.e., accepted by a staff section), a revised tasker will be written to formalize the transferred tasking.

2-6. SUSPENSES. Command group members establish a suspense date to regulate the priority of work. Higher HQ may also establish a suspense date that changes the staff priorities. *All suspense dates must be met.* If it is anticipated that a suspense date will not be met, the action officer/directorate must request an extension from the SGS, as early as possible, prior to the initial suspense date.

a. To extend a higher HQ suspense, first contact the originator, then advise the SGS SACO of the new suspense date, along with the name and telephone number of the individual granting the extension.

b. To extend command group suspenses, contact the SGS SACO.

c. Interim replies are highly encouraged at the time extensions are requested.

d. If a verbal response or direct communiqué to a command group member satisfies a suspense, the action officer/directorate must notify the SGS SACO to clear the suspense from the tracking system.

2-7. SUSPENSE/DOCUMENT CONTROL SYSTEM. The SGS has established a database system to track the status of suspense items and documents. The administrative office (AMSOS-GSS) maintains the Command Tasker System (CTS) database for suspense tracking and document control. Its two functions are--

a. Suspense tracking. Input to the suspense database is accomplished by SGS SACO, utilizing a AMSOS Form 1-3 (Figure 2-1). Output from the CTS is organized in the report format shown in Figure 2-3. Each staff directorate has "read-only" capability within the CTS to monitor their open suspenses.

Periodically, a report of pending suspense actions is prepared by the SGS and submitted to all staff directorates. Each staff directorate will update the SGS with the current status of any overdue suspenses and notify the SGS SACO of any discrepancies.

b. Document control. Every document received in the command and requiring a response to an external organization, is assigned a control number. The document is tracked each step from the time it is received until the command group completes the final actions to close the suspense.

2-8. COMMAND GROUP MESSAGE TRAFFIC. The SGS receives messages based on predetermined addressed groups as well as those addressed directly to the command group. Copies of the messages are further distributed to appropriate directorates. If some of these messages contain tasking actions, they will be entered into the formal tasking system and given an appropriate suspense date.

CHAPTER 3 STAFF GUIDELINES

3-1. GENERAL. This chapter defines staff administrative procedures and outlines specific requirements to support the commander and command group. The chapter also provides the standard for processing actions among the staff and to the command group.

3-2. COORDINATION. Coordination is an essential part of all staff actions. Coordination ensures sound recommendations are provided to decision-makers and keeps the staff fully informed. Budgetary, legal, or administrative impact, must be considered by all agencies that have collateral interest. Coordination is documented on the OSC Form 1-2. (In addition to the following, also see para 4-3 and Figure 2-2.)

a. Minimum requirements.

(1) The staff principal, or their designated representative, will coordinate, if appropriate, all staff actions and will review and sign the 1-2 prior to submission to the command group.

(2) The 1-2 must contain the following information:

(a) SUBJECT: Clear, concise information on the action topic.

(b) ACTION BLOCKS: Check all action blocks that the presenting office is asking the appropriate command group member to perform (i.e. For Signature, For Your Information, etc.).

(c) PURPOSE: Clear, concise purpose for presenting this information and/or action to the command group.

(d) RECOMMENDATION: The recommendation(s) on how the package should be handled by the appropriate Command Group designee (e.g., That the Chief of Staff review and sign the enclosed memo to HQ AMC, providing latest 9mm, DODIC: A363 stockpile status).

(e) DISCUSSION: This block is used to discuss events surrounding the staffing process, assisting the command group to understand the various events/actions involved with the package. If a coordinating office makes recommendations within this block, the staff action office must identify in the discussion block if those recommendations were incorporated (and where) into the package. If the recommendations were not incorporated, the staff action office should add comments in the discussion block on why the recommendations were not incorporated. Coordinating comments that are too lengthy to incorporate into the discussion block, can be attached as tabs behind the 1-2, as long as the tabbed information is identified in the discussion block.

(f) COORDINATION: All offices that are coordinated with during the staffing of an action, will sign with the following information: Date, Reviewer's Office Symbol, Name, Phone number, and one of the following actions:

<1> Concurrence (CC). "Concur" indicates that the coordinating office fully agrees with the recommended action or the substance of the information.

<2> Concur with comment (CC w/cmt). "Concur with comment" allows the staff to address administrative details or make other minor suggestions. The originator of the 1-2 is responsible to respond to any comments that have been submitted. The originator of the 1-2 package must specify whether the comments were incorporated or not. If the comments were incorporated, identify where and how they were incorporated. If comments were not incorporated, an explanation of the rationale as to why the comments were not incorporated must be stated. Statement of comment incorporation or rationale for non-incorporation can be included in the 1-2 itself (Discussion Block), or in the tab containing the "concur with comment" supporting materials.

<3> Non-concurrence (NC). "Non-concur" indicates the coordinating office disagrees with all or part of the proposed action because of some specific adverse impact. A non-concurrence requires--

<a> The staff principal to provide a statement of non-concurrence to the originator. Each non-concurrence will be placed in either the "Discussion Block" or at separate tabs. At a minimum, a non-concurrence statement should explain why the staff principal non-concurs, impacts to the command, and recommendations/alternative courses of action to accomplish the task.

 The originator to address the non-concurrence prior to forwarding to the SACO. This may be accomplished by making a statement on the 1-2 stating that the non-concurrence(s) was accepted or that it was not incorporated because (state reason). However, if the non-concurrence was not incorporated, explain your justification/rationale, and place your CONSIDERATION OF THE NONCONCURRENCE at the same tab as the non-concurrence.

<4> Internal (within staff elements) coordination is not included on actions forwarded to the command group. In other words, do not show the coordination that has occurred within your own staff directorate on the 1-2.

<5> Failure by a staff section to respond to coordination will not be taken to assume concurrence. A lack of response by coordinating staff element(s) should be elevated to the staff principal(s) for resolution.

(g) APPROVAL: The approval block should be prepared with the office symbols of all subordinate commanders/command executives for actions that require their review/approval prior to forwarding to the command group. The only exception would be if the subordinate commander/command executive is the individual signing the "FROM" Block at the bottom of the 1-2. It should also be prepared with the intermediate levels and final level of office symbols for approval within the command group. The following format should be utilized when sending a 1-2 into the OSC command group:

<1> SGS Approval: Approval block should include the primary office symbol of AMSOS-GS.

<2> CS Approval: Approval block should include the SGS office symbol, followed by the CS's office symbol: AMSOS-CS.

<3> DC Approval: Approval block should include the SGS & CS office symbols, followed by the DC's office symbol: AMSOS-DC.

<4> CG Approval: Approval block should include the SGS, CS, & DC office symbols, followed by the CG's office symbol: AMSOS-CG

CHAPTER 4 CORRESPONDENCE MANAGEMENT

4-1. GENERAL. This chapter describes and explains the purpose and preparation of OSC-unique correspondence. (Refer to AR 25-50 for basic guidance on correspondence management.)

4-2. MEMO PADS. Government-furnished memo pads will be used within the HQ only. Handwritten notes may be used in correspondence and are encouraged as an attachment to documents, such as 1-2s or memorandums, from principal staff members to the command group. Consult your admin office or AMSOS-IMP for guidance on obtaining memo pads.

4-3. OSC FORM 1-2 (COORDINATION, CONTROL, & INFORMATION SHEET).

a. 1-2s are needed to forward a document to the command group for action (signature, approval, or information). The 1-2s may also be used within staff sections as directed by staff principals (Figure 2-1). All staff actions forwarded to the command group require a 1-2.

b. Use the following colored tabs when submitting 1-2s to the command group for approval/signature:

(1) CG: Red tab corresponding to where the CG should sign or initial his approval/disapproval.

(2) DC: Green tab corresponding to where the DC should sign or initial his approval/disapproval.

(3) CS: Blue tab corresponding to where the CS should sign or initial his approval/disapproval.

(4) SGS & CSM: Yellow tab corresponding to where either the SGS or the CSM should sign or initial their approval/disapproval.

c. The ideal staff action package permits the reader to reach a conclusion by reviewing only the 1-2 and the proposed implementing document. When used as transmittal documents, 1-2s must state the purpose or requirement being addressed, pertinent background information, and essential rationale for the proposed recommendation. Present this information as concisely as possible. It should not be necessary to read each reference to understand the scope of the problem and the proposed recommendation. The text section should not repeat the information found in the proposed implementing document; present only that information which is essential for clarity. References cited will be attached to the 1-2. If necessary, continue the 1-2 on plain bond paper.

(1) The 1-2 will reflect coordination from all interested agencies outside the office of primary responsibility staff section. This information is entered in the coordination blocks; if there is insufficient space in the coordination block to reflect all coordination, enter in the last line "see continuation page" and add a second 1-2, placing it behind page one.

(2) If you are proposing a change to an existing local OSC publication, include a summary of the proposed changes annotated with the webpage link to the existing publication (i.e., <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>). Or, include a summary and a copy of the publication pages with the old text highlighted and changes neatly annotated. If submitting a new OSC supplement for approval, annotate the webpage link to the basic Army/AMC regulation or include a hardcopy.

(3) The signature of the initiating official must appear in the "FROM" block at the bottom of the 1-2. (NOTE: The staff principal or deputy signature is preferred; however, if the 1-2 is signed by another officer, then the staff principal or deputy can initial in the coordination block.)

(4) Classification authority and downgrading instructions are required on the 1-2 when classified information is included. Include "Classified By, Reason, and Declassify on" or "Derived From, Declassify On, and Date of Source." This is required when classified information is in either the 1-2 or enclosures.

(5) All enclosures must be individually tabbed and be identified in the 1-2 narrative and/or listed. Results of staff coordination may be shown at tabs when concurrent staffing procedures are used, and all nonconcurrences/consideration of nonconcurrences will be clearly identified and tabbed.

d. Fill out the Command Group Coordination block of the 1-2. The SGS will review the necessary sequence of review/action and appropriate action block.

e. The 1-2 is available for download from the OSC Forms Web-page at <http://www.osc.army.mil/im/forms.htm> (MS Word & FormFlow versions are currently available; fillable Adobe .PDF will be available soon).

4-4. AMC POINT PAPERS. Point papers are often required when responding to AMC requests for Trip Papers. Point Papers should only be provided when requested specifically within a tasker.

a. A point paper is a concise document designed to present key facts or information in a brief and orderly fashion. The point paper is used as a reminder and is presented in outline form with bullet words or phrases instead of sentences. The purpose of the point paper will determine if a conclusion or recommendation is included. A point paper will not take the place of the 1-2 when approval or an action is desired.

b. Staff agencies are highly encouraged to maintain a by-subject file of all current point papers.

4-5. DAILY INFORMATION SUMMARY (DISUM). A DISUM is the briefest form of correspondence used. It is the most expeditious method of providing important information and significant event updates. DISUMs will be consolidated at the SGS level and forwarded to HQ AMC to be considered as an inclusion in the HQ AMC-issued DISUMs. A 1-2 is not necessary when submitting DISUMs. DISUMs should be e-mailed to twiningj@osc.army.mil for electronic distribution.

4-6. COMMAND GROUP READ-AHEADS. A read-ahead will be prepared for courtesy calls, briefings, ceremonies, socials, and similar events in which the CG, DC, CS, or CSM will participate. They are used to provide information only and will not be used to seek decisions. Read-aheads will be prepared as follows:

a. The unit or staff element coordinating the command group's involvement will submit the read-ahead materials to the CG Secretary or CG Aide, unless otherwise specified.

b. Read-ahead materials will be submitted 48 hours in advance.

4-7. CORRESPONDENCE PREPARED FOR THE SIGNATURE OR APPROVAL OF
COMMAND GROUP MEMBERS.

a. Correspondence will be forwarded, undated, in final format, ready for signature. See AR 25-50 for appropriate letter and memorandum format and preparation guidelines. Correspondence will be routed through the appropriate command group channels with a 1-2 form.

b. The signator's office symbol will be used in the return address element for memorandums submitted to the command group for signature. For letter correspondence, in lieu of an office symbol, spell out the "reply to" address (e.g., Secretary of the General Staff, Corporate Information Directorate, etc.). Normally, it will be the functional address of the drafting organization unless the rank/grade of the person addressed to warrants otherwise; it is a judgment call. If the CG is to sign and wants to reflect his address on the from line, use "Commander." If the CS is to sign and wants to reflect his address on the from line, use "Office of the Chief of Staff."

c. On letter correspondence signed by the CG, DC, or CS, the closing salutations differ depending on the recipient.

4-8. SIGNATURE BLOCKS FOR OSC & FSC COMMAND GROUP MEMBERS.

The three line signature blocks consist of name (in all capital letters for memorandums), rank and service, and duty position. Reference to the organization will not be included in the signature block. The following signature blocks will be used for command group members:

a. HQ OSC:

<u>MILITARY</u>		<u>NONMILITARY</u>
WADE H. MCMANUS, JR. Major General, USA Commanding	CG	Wade H. McManus, Jr. Major General, US Army Commanding
LARRY V. GULLEDGE Deputy to the Commander	DC	Larry V. Gullledge Deputy to the Commander
C. R. HOBBY Colonel, GS Chief of Staff	CS	C. R. Hobby Colonel, US Army Chief of Staff
C. JANE WHITE Secretary of the General Staff	SGS	C. Jane White Secretary of the General Staff

b. HQ FSC:

MILITARYNONMILITARY

VINCENT E. BOLES
Colonel (P), OD
Commanding

Vincent E. Boles
Colonel (P), US Army
Commanding

DENNIS M. BROGAN
Civilian Executive Assistant

Dennis M. Brogan
Civilian Executive Assistant

4-9. TWO-STAR NOTES. Two-Star notes are used mainly as congratulatory notes from the CG. Use Arial font, size 12, bold.

4-10. ONE-STAR NOTES. One-Star notes are used mainly as congratulatory notes from the FSC BG. Use Arial font, size 12, bold.

4-11. ONE-LINERS. The staff will provide One-Liners for the CG whenever he is absent from the command for an extended period of time (over 1 week). One-Liners are executive communications between the staff principal and the CG. One-Liners will consist of a brief, no more than 12 lines per topic, summation of a significant event or action of CG level interest. One-Liners will be reviewed, collated, and formatted into one document by SGS. During CG extended absences, One-Liners will be provided to SGS NLT 1300 daily, by any staff section with input or required to provide input. One-Liners will be accepted by over e-mail or diskette. Format will be Microsoft Word version 6 or 7, Arial font, size 12, bold, and mixed case.

4-12. COMMANDER'S TOP THREE ISSUES. The FSC, DCGOPS, DMA and DCM will provide a weekly submission of the Top Three issues from their field activities and sites. Each commander's Top Three issues will include the following information:

a. Activity/Site/LAO/LAR designation (e.g., Commander, Tooele Army Depot or LAO, Ft. Lewis, WA).

b. Heading for each Issue/Topic.

c. Sub-bullets containing clear and concise information to enable the reader to understand the issue being presented.

Commander's Top Three's will be submitted by COB each Thursday to toohilln@osc.army.mil for review, collation, and formatting into a single document for issuance to the CG each Friday. The SGS

staff will also forward a copy of this document to the OSC Staff Principals for their review and, if necessary, action.

Commander's Top Three's will be accepted only via e-mail. Format will be Microsoft Word, Version 6 or 7, Arial font, size 12, bold.

4-13. PROCEDURES FOR ROUTING AWARDS THROUGH THE COMMAND GROUP.
The routing for awards within the headquarters:

SGS	Reviews packet for completeness before forwarding; reviews again prior to submitting to approval authority for signature; coordinates with appropriate staff directorate to prepare final certificates; reviews packet after signature.
CSM	Makes recommendations on enlisted awards.
CS/DC/CG	Make recommendations, or at appropriate level, approve award recommendations. Always consult AMSOS-HR prior to submitting awards to SGS for Command Group approval. Submit awards in a timely manner.

APPENDIX A
REFERENCES

SECTION I
FORMS

OSC Form 1-2, Coordination, Control & Information Sheet.

AMSOS Form 1-3, OSC Command Group Routing Slip.

SECTION II
REQUIRED PUBLICATIONS

AR 25-50 (Preparing and Managing Correspondence); cited in para 4-1 and 4-11a.

<i>OSC COMMAND GROUP ROUTING SLIP</i>																							
<i>SUBJECT:</i>			<i>DATE:</i>																				
<i>OSC COMMAND GROUP</i>																							
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px 10px;"><i>OFFICE</i></th> <th style="padding: 2px 10px;"><i>INITIALS</i></th> <th style="padding: 2px 10px;"><i>DATE</i></th> </tr> </thead> <tbody> <tr><td>AMSOS-GS</td><td></td><td></td></tr> <tr><td>AMSOS-CSM</td><td></td><td></td></tr> <tr><td>AMSOS-CS</td><td></td><td></td></tr> <tr><td>AMSOS-DC</td><td></td><td></td></tr> <tr><td>AMSOS-CG</td><td></td><td></td></tr> </tbody> </table>						<i>OFFICE</i>	<i>INITIALS</i>	<i>DATE</i>	AMSOS-GS			AMSOS-CSM			AMSOS-CS			AMSOS-DC			AMSOS-CG		
<i>OFFICE</i>	<i>INITIALS</i>	<i>DATE</i>																					
AMSOS-GS																							
AMSOS-CSM																							
AMSOS-CS																							
AMSOS-DC																							
AMSOS-CG																							
<i>DEPUTY/COMMAND</i>																							
<i>OFFICE</i>	<i>INFO</i>	<i>ACTION</i>	<i>OFFICE</i>	<i>INFO</i>	<i>ACTION</i>																		
SOSFS-CO			AMSOS-MA																				
AMSOS-CM			AMSOS-OP																				
<i>DIRECTORS/OFFICE CHIEFS</i>																							
<i>OFFICE</i>	<i>INFO</i>	<i>ACTION</i>	<i>OFFICE</i>	<i>INFO</i>	<i>ACTION</i>																		
AMSOS-AL			AMSOS-JT																				
AMSOS-CA			AMSOS-PB																				
AMSOS-CC			AMSOS-PR																				
AMSOS-CD			AMSOS-RM																				
AMSOS-CH			AMSOS-SA																				
AMSOS-CI			AMSOS-SG																				
AMSOS-EE			AMSOS-SN																				
AMSOS-FP			AMSOS-TD																				
AMSOS-GC			AMSOS-TT																				
AMSOS-HR																							
AMSOS-IA			SOSFS-CE																				
AMSOS-IG			SOSFS-LS																				
AMSOS-IM			SOSFS-MM																				
AMSOS-IS			SOSFS-OP																				
<i>NOTES:</i>																							
<i>FROM:</i>				<i>PHONE:</i>																			
Secretary of the General Staff																							

AMSOS FORM 1-3, Nov 2001

Replaces AMSOS Form 1-3, Aug 01, which is obsolete.

Figure 2-1. Sample AMSOS Form 1-3

COORDINATION, CONTROL & INFORMATION SHEET					
DATE: 7 Aug 01			<u>CONTROL DATA</u>		
SUBJECT: Sample 1-2			SIGNATURE LOG NO: DOC- TASKER NO: CG#7575 HIGHER HQ SUSPENSE DATE:		
FOR SIGNATURE	<input type="checkbox"/>	FOR YOUR INFO	<input type="checkbox"/>	AS REQUESTED	<input checked="" type="checkbox"/>
PURPOSE: To answer CG question: "Restate/paraphrase the highlights of the question or tasker"					
RECOMMENDATION: None					
DISCUSSION: o Pertinent Background information and essential rationale. o Present info as concisely as possible. o It shouldn't be necessary to read each reference to understand the scope of the problem and the proposed recommendation. o The text should not repeat info found in proposed implementing document - present only that information which is essential for clarity. o All 1-2's should have a POC line with name, ext., ofc symbol. (NOTE: Type appropriate deputate office symbol after AMSOS-GS in approval line, e.g. AMSOS-CM; AMSOS-TD;AMSOS-MA;SOSFS-CO.					
COORDINATION (print or type)			APPROVAL		
DATE	REVIEWER OFFICE SYMBOL / NAME / PHONE	CC / NC w/CMT	OFFICE SYMBOL	INITS	DATE
12 Sep 01	AMSOS-RM, Willie Smith, x22687	CC	AMSOS-GS		
			DEPUTATE		
			AMSOS-CS		
			AMSOS-DC		
			AMSOS-CG		
FROM (name/office symbol/phone extension): Directors Name/OFC SYMB/Phone //s//					

Figure 2-2. Sample OSC Form 1-2

DISCUSSION (continued):

Second page may be used if necessary but be brief.

page 2 of 1-2 form (DISCUSSION continued)

[illegible]

page 3 of 1-2 form (COORDINATION continued)

Figure 2-2. Sample OSC Form 1-2 (continued)

Due Date	HQ's Due Date	Suspense #	For	Subject
09/10/2001		GS-7542	SOSFS-COP	FY02 ISA Status Preparation
09/14/2001		GS-6966	AMSOS-OS	MOA - Contingency Attachment of Forces to Load Out W
10/01/2001		GS-7531	SOSFS-CO	LAO Emails (Quarterly Task)
10/03/2001		CG-7418	SOSFS-COT	CG Staff Meeting 31 Jul 01 (DSAFE)
10/04/2001	10/04/2001	CG-7382	SOSFS-COV	AMC SGS Case #1199-501, CG Visit to Italy/Middle East,
10/12/2001		CG-7319	SOSMA-RM	Intel/Ops Sessions, 6 Jul 01 - PRON Review
10/19/2001		CG-7505	SOSMA-PR	Intel/Ops Session, 17 Aug 01 (Link)
10/25/2001		CG-7334	SOSMA-RM	Monthly PRON Review
10/26/2001		CG-7616	SOSAC-DO	Request f/Public Relations Material
		CG-7645	SOSMA-PR	Establishing MSC CPC Program Managers
		CG-7510	SOSMA-SN	CALS GO Steering Committee
10/27/2001		CS-7649	AMSOS-GC	Seneca Army Depot
10/29/2001		GS-7640	AMSOS-HR	Clarification of JTR VOL 2, EE/MM f/Civilian Employees
		CG-7436	SOSMA-SN	CG Commander's Call, 1 Aug 01
10/30/2001		CS-7660	AMSOS-SA	Proposed Indian Delegation to Hawthorne
10/31/2001		CG-7669	AMSOS-OS	LE Operations Session, 26 Oct 01
		CG-7670	AMSOS-OS	LE Operations Session, 26 Oct 01
		CG-7671	AMSOS-OS	LE Operations Session, 26 Oct 01
		CG-7668	AMSOS-SC	LE Operations Session, 26 Oct 01
	11/02/2001	GS-7678	AMSSO-SC	Executive Order 12958, Letter of Certification
11/01/2001	11/01/2001	CS-5895	AMSOS-PA	FY 2000 AMC Annual Command Histories of MSCs, Sepa
		CG-7429	AMSOS-SC	DOD Manual 5160.65, Chapter 12 Rewrite
		CG-7427	AMSOS-SF	DOD Manual 5160.65 Rewrite
		CG-7428	SOSMA-PR	DOD Manual 5160.65 Rewrite
11/02/2001		CG-7663	AMSOS-HR	Prevention of Workplace Violence Policy Statement
11/05/2001		CG-7673	AMSOS-EE	Command Policy Statement for the Affirmative Employm
11/06/2001	11/09/2001	CS-7635	AMSOS-EE	The Annual Request f/the Affirmative Action Plan (AAP) f
		CG-7301	AMSOS-PA	Veteran's Dinner - Speech
		CG-7627	AMSOS-RM	FY 2002 Army Family Housing Operation and Maintenan
11/07/2001	11/07/2001	CS-4079	AMSOS-CC	AMC Contract Reporting Requirement
		CS-6253	AMSOS-RM	FY 2001 ISA Status
11/08/2001	11/15/2001	CG-7607	AMSOS-OS	Release and Implementation of AR 50-6

Figure 2-3. Command Tasker System (CTS)
Output Report